

United States
Department of
Agriculture

Animal and
Plant Health
Inspection Service

Veterinary
Services

Professional
Development
Staff

As of May 16, 2003

Training courses

Provided by the

Professional
development Staff

Fiscal year 2003

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The Training Coordinators meet quarterly by conference call to solve problems and discuss process improvements. Please share your suggestions with your Training Coordinator.

**Professional Development Staff
Training Courses**

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NOMINATION/APPLICATION PROCEDURES

Each field nominee must submit the enclosed nomination request through the Area Office to the Regional Office. Each headquarters nominee must submit the enclosed nomination request through the Associate Deputy Administrator's Office, National Animal Health Policy Programs (NAHPP). The Regional Office and/or the NAHPP, Associate Deputy Administrator's Office will then submit the prioritized nominations to the nomination address listed in the course description. Priority 1: Those individual(s) who are in absolute need of the training. More than one person may be placed in priority one status.

The Professional Development Staff (PDS) cannot accept nominations unless they come through either the Regional Office or the NAHPP Associate Deputy Administrator's Office. If you have not nominated a participant or have vacant positions that are to be filled, and want to reserve a space, you may write "to be determined" or "TBD" on the nomination form when it is submitted. Director approval will indicate support for named nominations, as well as commitment to fill or cancel reserved spaces as soon as possible.

All training related correspondence (select, non-select, cancellations, etc.) will be sent directly to the participants by e-mail with copies to the VSMT, Training Coordinators, and supervisors. In general, hard copies will no longer be issued. Requests for exceptions may be made to the PDS Training Coordinators (see page *i*).

COURSE DESCRIPTIONS

Each course description gives the course title, dates, location, purpose, target audience, prerequisites, cost, contact, and nomination deadlines.

The course dates do not include travel dates. Travel dates are normally the day before the start of the course and the afternoon and evening of, or the day after, the end of the course.

CANCELLATION AND SUBSTITUTION POLICY

Based on each particular course, it is important that PDS be notified as soon as possible in the case of a substitution and/or withdrawal of a course participant(s). We will accept substitutions and cancellations up to 1 week before the start of the course. Any changes in status of nominees or course logistics will be communicated immediately through the Training Coordinators.

<i>Foreign Animal Disease (FAD) Diagnostician School RESCHEDULED from March 3-14, 2003 to September 15 – 26, 2003</i>	
Location	FADDL, Plum Island, New York
Course Purpose	An intensive 2 week course to develop foreign animal disease diagnosticians, the individuals who will be called upon to investigate a potential foreign or emerging animal disease. Global impact and trade considerations are also covered.
Target Audience	APHIS field VMOs, state, and military veterinarians
Prerequisites	N/A
Cost	Travel costs only.
Contact Number	Mr. John Coakley, VS/PDS, (631) 323-3344
Nominations	All nominations must be sent from the Area Offices to the Regional Offices. The Regional Office will fax the approved prioritized nominations to: VS/PDS at (301) 734-4964. Selections will be made by VS/Emergency Programs Staff and the Emergency Management Leadership Team. State Veterinary nominees should be submitted to the Regional Offices by the AVIC, as well.
Nomination Deadlines	<div> To the Regional Office: June 30, 2003 To VS/PDS: July 07, 2003 </div>

Incident Command System CANCELED {To be held in FY 04}		March 10-14, 2003
Location	Orlando, Florida	
Course Purpose	Will provide Veterinary Medical Officers, Private Practitioners and Emergency Responders with the basic information and tools needed to understand what biological issues they might come into contact with. Components of the course will be the introduction of the Incident Command System and its structure. There will be discussions with some of the foremost experts in the field of Bio/Agro Terrorism regarding the use of biological weapons of mass destruction.	
Target Audience	Federal and State Veterinary Medical Officers, Private Practitioners and Emergency Responders who are or who will be designated to respond to a biological incident	
Prerequisites	Supervisor's approval	
Cost	Travel costs only.	
Contact	Edward Oliver, VS/PDS, (301) 734-0025	
Nominations	All nominations must be sent from the Area Offices to the Regional Offices. The Regional Office will fax the approved prioritized nominations to: VS/PDS at (301) 734-4964. Selections will be made by VS/EP.	
Nomination Deadline	To the Regional Office:	December 09, 2002
	To VS/PDS:	December 16, 2002

Designated Transmissible Spongiform Encephalopathy (TSE) Epidemiology Course formerly known as Designated Scrapie Epidemiology ***August 19 – 21, 2003***

Location	Ames, Iowa
Course Purpose	Provides Designated Scrapie Epidemiologists with the updated information, skills, and epidemiological tools needed to fulfill their responsibilities for the Scrapie Regulatory Program and the Scrapie Flock Certification Program, including current Scrapie Program activities such as slaughter surveillance, genotyping, and the third eyelid testing. Includes current information on the pathogenesis, epidemiology, and diagnosis of Scrapie and new or proposed changes to the Scrapie Regulatory and certification programs. Also includes limited discussion of the other TSEs (BSE, CWD)
Target Audience	Federal and State Veterinary Medical Officers, who are or will be serving as Designated Scrapie Epidemiologist
Prerequisites	Familiarity with Scrapie Regulations, including new requirements for sheep and goat identification, and familiarity with the Voluntary Scrapie Flock Certification Program
Cost	Travel costs only.
Contact	Dr. Diane Sutton, VS/NAHPS, (301) 734-4913 Dr. MaryAnn McBride, VS/PDS (919) 716-5542
Nominations	All nominations must be sent from the Area Offices to the Regional Offices. The Regional Office will fax the approved prioritized nominations to: VS/PDS at (301) 734-4964. Selections will be made by VS/NAHPS.
Nomination Deadline	Nomination deadline passed.

Johne's Disease Epidemiology (East and West) Rescheduled from April 8 – 10, 2003 to August 5 – 7, 2003

Location	College Station, TX
Course Purpose	Provides Veterinary Medical Officers with the information and tools needed to collaborate with industry to custom design Johne's control programs. Course focuses on the types of operations problems common in the associated region (East or West). The emphasis is on the practical application of risk assessments in developing a Johne's Disease herd management plan. Participants will have the opportunity to practice skills in real or simulated (videoed) farm visits. Topics of discussions include Johne's Disease pathogenesis and epidemiology; available diagnostic tests/procedures and interpretation of results; regulatory issues; voluntary programs; and public health concerns.
Target Audience	Federal and State Veterinary Medical Officers, who are or will be involved in Johne's Disease program activities
Prerequisites	N/A
Cost	Travel costs only.
Contact	Dr. Michael Carter, VS/NAHPS, (301) 734-4914 Mr. Raymond Francis, VS/PDS, (301) 734-0023
Nominations	All nominations must be sent from the Area Offices to the Regional Offices. The Regional Office will fax the approved prioritized nominations to: VS/PDS at (301) 734-4964. Selections will be made by VS/NAHPS.
Nomination Deadline	To the Regional Office: May 19, 2003 To VS/PDS: May 27, 2003

Veterinary Services Careers Program (VSCP) CANCELED {To be held in FY 04} April 15 – 17, 2003	
Location	Orientation Part B will be held in Riverdale, Maryland. The other courses will be held at various locations throughout the United States.
Course Purpose	<p>VSCP is an intensive orientation program for new Veterinary Medical Officers (VMO) and Animal Health Technicians (AHT). The Program begins with a two-part orientation, the first of which, Part A, is on CD-ROM and is a prerequisite to the classroom orientation, Part B. In addition to the Orientation Parts A and B, CD-ROM, there are five core classroom courses, listed below:</p> <ol style="list-style-type: none"> 1. Orientation, Part B 2. VS Program Diseases 3. Emerging Issues in Agriculture 4. Basic Epidemiology 5. Foreign Animal Disease Awareness <p>For those hired through VSCP, a learning contract which includes electives and a rotational assignment is also required.</p>
Target Audience	The core courses of the VSCP are available to all participants, whether participants are newly hired through the VSCP or a recently hired employee, known for purposes of this program as "equivalents." Veterinary Medical Officers with no more than 1 year of experience and Animal Health Technicians with no more than 3 years of experience.
Prerequisites	Supervisor's approval
Cost	For those accepted by costs will be paid by the Program
Contact	Mrs. Janet Marcella, VS/PDS, 301-734-0007
Nominations	All nominations must be requested from Janet Marcella. Then sent from the Area Offices to the Regional Offices. The Regional Office will fax the approved prioritized nominations to: VS/PDS at (301) 734-4964. Selections will be made by Regional Offices.
Nomination Deadline	<p>To the Regional Office: January 27, 2003</p> <p>To VS/PDS: February 03, 2003</p>

Veterinary Services Careers Program (VSCP)

Course Descriptions

1. **Distance learning, using a CD-ROM** which contains material that is informative about the U. S. Government, the U. S. Department of Agriculture (USDA), the Animal and Plant Health Inspection Service (APHIS) and its organizational units and programs, including Veterinary Services (VS), the unit of APHIS which is most relevant to participants work and learning needs. This CD-ROM is Part A of VSCP Orientation.
2. **Core classroom training:** *Five classroom courses comprise the core curriculum.*
 - a. **Orientation, Part B:** In this session participants will apply the information gained through the CD-ROM instruction in a series of interactive activities surrounding the VS strategic goals. Participants will also meet and engage in discussion with those in key positions, using the knowledge of APHIS, VS, and its mission, strategic goals, and objectives, which participants have gained through their study of the CD-ROM.
 - b. **Program Diseases:** This course provides an overview of the major VS disease eradication and control programs, such as those for TB, brucellosis, pseudorabies, scrapie, and Johne's disease. Equine and poultry disease initiatives will also be addressed. Discussions about the various regulated industries, including their roles and perspectives, may be included. Participants will also be introduced to the National Veterinary Services Laboratories (NVSL), the Center for Veterinary Biologics (CVB), and the Agricultural Research Service National Animal Disease Center.
 - c. **Emerging Issues:** This course addresses new or emerging diseases such as West Nile Virus; wildlife disease transmission; APHIS services to new animal industries such as aquaculture, farmed elk, or bison; dealing with the threat of deliberate disease introduction; and future trends. Participants will also be introduced to the Eastern Regional Office, one of the two APHIS regional "hubs", and meet staff members.
 - d. **Basic Epidemiology:** This course which uses a problem-based approach to teach the fundamentals of epidemiology. During this period, participants will also be introduced to the Centers for Epidemiology and Animal Health (CEAH).
 - e. **Foreign Animal Disease Awareness:** This course addresses major foreign animal disease threats to the U.S., including their history and etiology; effects on animal and human health; economical and political influences and impact; current status; preventive programs; and the critical role of APHIS, the States, Industry, and Public Health Officials.

Laboratory Biosafety Inspection <i>Rescheduled from April 13-17, 2003 to July 29 – 31, 2003</i>	
Location	Atlanta, GA
Course Purpose	Provides information on biosafety principles and proper facility inspection procedures. Also provides opportunities for participants to practice inspection procedures. Will equip participants with the information and skills needed to effectively and consistently perform laboratory inspections for biosafety level 2 and 3 certification.
Target Audience	Veterinary Medical Officers and others who are or will perform these inspections.
Prerequisites	N/A
Cost	Travel costs only.
Contact Number	Mr. John Coakley, VS/PDS, (631) 323-3344
Nominations	All nominations must be sent from the Area Offices to the Regional Offices. The Regional Office will fax the approved prioritized nominations to: VS/PDS at (301) 734-4964. Selections will be made by VS/NCIE.
Nomination Deadline	Nomination deadline passed.

Foreign Animal Disease (FAD) Diagnostician School April 28 – May 9, 2003 CANCELED {To be held in FY 04}	
Location	FADDL, Plum Island, New York
Course Purpose	An intensive 2 week course to develop foreign animal disease diagnosticians, the individuals who will be called upon to investigate a potential foreign or emerging animal disease. Global impact and trade considerations covered.
Target Audience	APHIS field VMOs, state, and military veterinarians
Prerequisites	N/A
Cost	Travel costs only.
Contact Number	Mr. John Coakley, VS/PDS, (631) 323-3344
Nominations	All nominations must be sent from the Area Offices to the Regional Offices. The Regional Office will fax the approved prioritized nominations to: VS/PDS at (301) 734-4964. Selections will be made by VS/Emergency Programs Staff and the Emergency Management Leadership Team. State Veterinary nominees should be submitted to the Regional Offices by the AVIC, as well.
Nomination Deadlines	To the Regional Office: February 03, 2003 To VS/PDS: February 10, 2003

<i>Foreign Animal Disease Wildlife Seminar</i>		<i>August 5 – 7, 2003</i>
Location	Athens, Georgia	
Course Purpose	To familiarize participants with the significant implications of foreign and emerging animal diseases in wildlife	
Target Audience	Foreign Animal Disease Diagnosticians and Wildlife Biologists	
Prerequisites	N/A	
Cost	Travel costs only.	
Contact Number	Mr. John Coakley, VS/PDS, (631) 323-3344	
Nominations	All nominations must be sent from the Area Offices to the Regional Offices. The Regional Office will fax the approved prioritized nominations to: VS/PDS at (301) 734-4964. Selections will be made by VS/Emergency Programs Staff and the Emergency Management Leadership Team. State Veterinary nominees should be submitted to the Regional Offices by the AVIC, as well.	
Nomination Deadlines	To the Regional Office: February 10, 2003 To VS/PDS: February 17, 2003	

<i>Johne's Disease Epidemiology (East & West) Rescheduled to August 5 – 7, 2003</i>	
Location	College Station, TX
Course Purpose	Provides Veterinary Medical Officers with the information and tools needed to collaborate with industry to custom design Johne's control programs. Course focuses on the types of operations problems common in the associated region (East or West). The emphasis is on the practical application of risk assessments in developing a Johne's Disease herd management plan. Participants will have the opportunity to practice skills in real or simulated (videoed) farm visits. Topics of discussions include Johne's Disease pathogenesis and epidemiology; available diagnostic tests/procedures and interpretation of results; regulatory issues; voluntary programs; and public health concerns.
Target Audience	Federal and State Veterinary Medical Officers, who are or will be involved in Johne's Disease program activities
Prerequisites	N/A
Cost	Travel costs only.
Contact	Dr. Michael Carter, VS/NAHPS, (301) 734-4914 Mr. Raymond Francis, VS/PDS, (301) 734-0023
Nominations	All nominations must be sent from the Area Offices to the Regional Offices. The Regional Office will fax the approved prioritized nominations to: VS/PDS at (301) 734-4964. Selections will be made by VS/NAHPS.
Nomination Deadline	To the Regional Office: May 19, 2003 To VS/PDS: May 27, 2003

<i>Third Eye Collection & Certified Training</i> CANCELED {To be held in FY 04} <i>June 2003</i>	
Location	TBD
Course Purpose	Trains VMOs, AHTs, and fee basis veterinarians, when appropriate, on third eyelid biopsy procedures. The course will include test uses, which sheep and flocks to sample, how to restrain sheep and test sheep, test interpretation, and restraint and biopsy practice. Participants will be evaluated for technical proficiency. Participants with adequate proficiency scores will be certified to conduct tests. Students that excel may be selected to become field trainers.
Target Audience	Veterinary Medical Officers, Animal Health Technicians, and fee basis veterinarians
Prerequisites	N/A
Cost	Travel cost only
Contact	Dr. Dianne Sutton, VS/NAHPS, (301) 734-4913 Dr. MaryAnn McBride, VS/PDS, (919) 716-5542
Nominations	All nominations must be sent from the Area Offices to the Regional Offices. The Regional Office will fax the approved prioritized nominations to: VS/PDS at (301) 734-4964. Selections will be made by VS/NAHPS.
Nomination Deadline	To the Regional Office: March 10, 2003 To VS/PDS: March 17, 2003

<i>Foreign Animal Disease Diagnostician School at the University of Wisconsin June 8-13, 2003</i>	
Location	University of Wisconsin
Course Purpose	An intensive 2 week course to develop foreign animal disease diagnosticians, the individuals who will be called upon to investigate a potential foreign or emerging animal disease. Global impact and trade considerations covered
Target Audience	APHIS field VMOs, state,
Prerequisites	N/A
Cost	Travel Cost only
Contact	Mr. John Coakley, VS/PDS, (631) 323-3344
Nominations	All nominations must be sent from the Area Offices to the Regional Offices. The Regional Office will fax the approved prioritized nominations to: VS/PDS at (301) 734-4964. Selections will be made by VS/NAHPS.
Nomination Deadline	To the Regional Office: March 10, 2003 To VS/PDS: March 17, 2003

<i>Animal Identification Coordinator's Workshop</i> CANCELED		<i>June 17 - 18, 2003</i>
Location	TBD	
Course Purpose	Introduces new animal identification concepts and provide current information and resources relevant to animal identification initiatives needed to support VS programs. Addresses significant new issues, trends, and developments affecting VS programs and the strategies needed to achieve program goals. Provides a forum for animal identification coordinators to share successes and challenges they face. A major objective is to work toward uniformity of identification and investigation standards	
Target Audience	Animal Identification Coordinators (AICs) - One representative from each State - possibly more from larger States.	
Prerequisites	Designation as AIC, Targeted for this position, or fulfilling animal identification responsibilities.	
Cost	Travel costs only.	
Contact	Dr. John Weimers, VS/NAHPS, (309) 334-1942 Mr. Raymond Francis, VS/PDS, (301) 734-0023	
Nominations	All nominations must be sent from the Area Offices to the Regional Offices. The Regional Office will fax the approved prioritized nominations to: VS/PDS at (301) 734-4964. Selections will be made by VS/NAHPS.	
Nomination Deadline	To the Regional Office: March 10, 2003 To VS/PDS: March 17, 2003	

8th Annual Emergency Management Satellite Seminar		September 18, 2003
Location	Downlinked Locally	
Course Purpose	Will provide Veterinary Medical Officer and USDA personnel with the latest information from the Emergency Programs organization of Veterinary Services.	
Target Audience	Primarily Foreign Disease Diagnosticians in State and Federal government, Diagnostic Laboratories and the Military. Emergency First Responders at the State and local levels would also benefit from the Seminar. Anyone with an interest in the subject matter is welcome to attend.	
Prerequisites	Supervisor's approval and a downlink site	
Cost	N/A	
Contact	VS/PDS, 301-734-5750	
Nominations	N/A	
Nominations Deadline	A separate announcement will be issued indicating nomination procedures and deadline.	

National Veterinary Accreditation Program/Database		TBD
Location	Riverdale, MD	
Course Purpose	Participants will learn data entry and data retrieval into the Veterinary Accreditation System database. Administrative procedures regarding the accreditation program will also be taught.	
Target Audience	Anyone that may need to use the Veterinary Accreditation System either for data entry or read only	
Prerequisites	N/A	
Cost	Travel costs only	
Contact	Mrs. Lynn Thomas, PCMS, AHP, VS (301) 734-5777 Dr. Quita Bowman, PCMS, AHP, VS (301) 734-5866	
Nominations	All nominations must be sent from the Area Offices to the Regional Offices. The Regional offices can fax all nominations to (301) 734-3641	
Nomination Deadline	This course will be held annually or on an as-needed basis. There is no deadline	

PRIORITIZED # _____

NOMINATION REQUEST

COURSE TITLE: _____

DATE OF THE COURSE: _____

PLEASE PRINT CLEARLY

1. Participant's name, social security number, mailing address, phone and fax number, and e-mail address:

___ Dr ___ Mrs ___ Mr

Name

Social Security Number

mailing address (street, city, state, and zip code)

phone number

fax number

e-mail address

2. Job Title: _____

3. Participants Official Duty Station: _____

4. Estimated costs (This information is needed for the preparation for the Quarterly Travel Plan):

No. of days for per diem: _____

POV (need # of miles round trip): _____

Miscellaneous expenses (round trip estimates): _____
{shuttle, parking, taxi, etc.}

Common carrier fare: _____

Method of purchase for common carrier (GTR, GVTS, CC, etc.): _____

GOV (Check if this mode of transportation will be used): _____

Car Rental: _____

5. Method of Transportation: _____

6. Please check the following if it pertains to you. Are you a ☐ FADD, ☐ DBE, or ☐ DTBE

7. Supervisor's signature for approval: _____

Signature

Print Name

- 8 Director's approval: _____

PLEASE FAX TO THE REGIONAL OFFICE. THE REGIONAL OFFICE WILL FAX TO THE NOMINATIONS CONTACT PERSON NOTED AT THE END OF EACH COURSE DESCRIPTION.

To assure accurate completion of data for the APHIS Travel Plan, please indicate all aspects of your trip. For example, if you will be doing personal travel, as well as business, driving rather than flying, etc.